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Planning & Development Department

COMPREHENSIVE PLAN AMENDMENT APPLICATION



APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Project Name: _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Related Case Number: _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

Applicant's Signature _____ Date: _____

DEPARTMENT USE ONLY:

Case #: _____ Supervisorial District: _____
Date of Submittal: _____
Fees: _____ Accepted By: _____



Planning & Development
Department

COMPREHENSIVE PLAN AMENDMENT
SUPPLEMENTAL QUESTIONNAIRE



Supplement for Comprehensive Plan and Area Plan Amendments

(To be completed by the applicant and filed with the application – additional sheets may be attached).

Location of Property:
Land use plan to be amended:
Current Land Use designation:
Proposed land use category and description of proposed use:
Summary of features in the project request that do not conform with the Land Use Plan:
Why should this plan be amended as requested?



Planning & Development
Department



PROPERTY OWNER AUTHORIZATION

FORM MUST BE COMPLETED IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: (name) _____
(address) _____
(city, state, zip) _____

to file this application on my behalf, and to act on my behalf on all matters relating to this request with Maricopa County. By signing this property owner authorization form, I also agree to abide by any and all conditions that may be assigned by the Maricopa County Board of Supervisors, Maricopa County Planning and Zoning Commission, or Maricopa County Planning and Development Department staff as applicable, as part of any approval of this request, including stipulations, development agreements, and/or any other requirement that may encumber or otherwise affect the use of my property.

Property Owner Signature: _____

Printed Name: _____

Date: _____

DEPARTMENT USE ONLY

Tracking Number: _____

Project Name: _____



Planning & Development Department

COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Additional information, detail and/or copies may be required after review by the Technical Advisor Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. PRE-APPLICATION MEETING FORM

2. APPLICATION:

- ☐ A. Completed and signed application – Up to **25 Copies**
- ☐ B. Completed comprehensive plan amendment supplemental questionnaire – Up to **25 copies**
- ☐ C. Signed "Property Owner Authorization" form – **2 Copies** (if applicant is not the owner)
- ☐ D. Proof of ownership-Official Recorded (two copies):

3. NARRATIVE REPORT: Up to **25 copies**, including up to **25 copies** of the 24" x 36" proposed land use map (if deemed applicable) and up to **25 color copies** of the 8½" x 11" proposed land use map. The narrative report must include the information identified in the Maricopa County Comprehensive Plan Amendment Guidelines and must address the following questions:

- ☐ A. Whether the amendment constitutes an overall improvement to the Comprehensive Plan and is not solely for the good or benefit of a particular landowner or owners at a particular point in time.
- ☐ B. Whether the amendment will adversely impact all or a portion of the planning area by:
 - Altering the acceptable land use patterns to the detriment of the plan.
 - Requiring public expenditures for larger and more expensive infrastructure.
 - Requiring public improvements to roads, sewer, or water systems that are needed to support the planned land uses.
 - Impacting planned uses because of increased traffic.
 - Affecting the livability of the area or health and safety of present and future residents.
 - Impacting the natural environment or scenic quality of the area in contradiction to the plan.
- ☐ C. Whether the amendment is consistent with the overall intent of the Comprehensive Plan
- ☐ D. The extent to which the amendment is consistent with the specific goals and policies contained within the plan.
- ☐ E. Other pertinent information as requested by the Maricopa County Planning Department.



Planning & Development Department

COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST



4. PUBLIC PARTICIPATION PLAN: 5 copies. The public participation plan must include the following information as required by the Maricopa County Public Participation Guidelines:

- ☐ A. A description of the community involvement area.
- ☐ B. A list of stakeholders that may be affected by the application. While individual circumstances will vary, stakeholders include residents, property owners, homeowners associations, and any other identified within an area agreed upon by the applicant and the Planning and Development Department. The applicant should also include a description of how and when the identified stakeholders will be notified that an application for a comprehensive plan amendment has been submitted.
- ☐ C. Whether the amendment is consistent with the overall intent of the Comprehensive Plan
- ☐ D. A description of how the applicant will identify stakeholder issues and concerns.
- ☐ E. A description of how the applicant will respond to stakeholder feedback and recommendations.
- ☐ F. A discussion of how the applicant will keep the Maricopa County Planning and Development Department informed of public participation program progress.
- ☐ G. A timeline for the public participation program.

5. NOTIFICATION REQUIREMENTS:

Provide the names, addresses and Tax Assessor's Parcel Numbers, on a list and on mailing labels, of all the owners of property within 300 feet of the boundary of your project (exclude right-of-way). Also submit an equal number of blank, stamped envelopes. Include a notarized 'Affidavit of Notification' (attached), signed by the applicant verifying that the labels represent the most current ownership information available through the Maricopa County Assessor's office.

- ☐ A. List of property owners (name, address and parcel number) within 300'
- ☐ B. Mailing labels
- ☐ C. Stamped Envelopes
- ☐ D. Notarized 'Affidavit of Notification'



Planning & Development Department

COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST



6. FEES:

- ☐ A. Comprehensive Plan Amendment:
\$2,000+ \$20/acre or portion thereof
Maximum fee: \$100,000
 - ☐ B. Drainage Review Fee: Contact Drainage Review at (602) 506-3301.
 - ☐ C. Environmental Services Review Fee: Contact Environmental Services at (602) 506-6666.
 - ☐ D. Department of Transportation Review Fee: Contact Transportation at (602) 506-8600.
 - ☐ E. Flood Control Fee: Contact Flood District at (602) 506-1501.
-

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning & Zoning Division):	602-506-3301
Transportation:	602-506-8600
Environmental Services:	602-506-6666
Drainage Review:	602-506-3301
Flood Control District	602-506-1501



Planning & Development Department

CITIZEN REVIEW PROCESS NOTIFICATION LETTER EXAMPLE



This form should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed Comprehensive Plan Amendment. Below is an example of how the form should be completed. A clean copy for your use is found on the following page.

REQUEST: Comprehensive Plan Amendment

PURPOSE: Neighborhood Commercial Center

LOCATION: Northwest corner of Main and Park Streets

SIZE: 20 acres

APPLICANT: Name / address

CONTACT PERSON: Name / telephone number / fax number / e-mail address

Map of area:
(Not to scale)



Insert vicinity map here. Subject property should be filled or patterned.

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.



Planning & Development Department

CITIZEN REVIEW PROCESS NOTIFICATION LETTER EXAMPLE



REQUEST:

PURPOSE:

LOCATION:

SIZE:

APPLICANT:

CONTACT PERSON:

Map of area:
(Not to scale)



An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. This notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

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Planning & Development Department

CITIZEN REVIEW PROCESS NOTIFICATION SIGN FORMAT



- All signs **must** be at least six square feet in area (3' width x 2' height), although larger signs are acceptable. Poster board and foam board signs **must** be laminated. Signs shall be in place a minimum of two weeks.
- The applicant shall post the property in no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices are visible from the nearest public right-of-way.
- Text should be a dark color (preferably black) on a white or other light colored background. Information on the sign should be large enough to cover the entire sign.
- Example text for Comprehensive Plan Amendment shown below.

NOTICE OF COMPREHENSIVE PLAN AMENDMENT REQUEST WITHIN UNINCORPORATED MARICOPA COUNTY

REQUEST: Comprehensive Plan Amendment

PURPOSE: Neighborhood Commercial Center

LOCATION: Northwest corner of Main and Park Streets

SIZE: 20 acres

APPLICANT: Name / address

CONTACT PERSON: Name
Telephone number
Fax number
E-mail address

Map here

An application has been filed or will be filed shortly with the Maricopa County Planning and Development Department regarding the request above. This property is being posted to inform you of this application. If you have any questions, issues or concerns regarding this application, please reach the contact person listed above.



Planning & Development
Department

AFFIDAVIT OF CITIZEN PARTICIPATION



To be submitted at the Technical Advisory Committee Meeting or within 30 days of application.

Date: _____

I, _____, being owner or authorized applicant for the Development Master Plan referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The notices were a minimum of six square feet in area and, if poster board or foam board, were laminated. The postings included, at a minimum, a brief description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant. The postings remained in place for a minimum of 14 days.

SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER WITH THIS AFFIDAVIT.

I also affirm that within 30 days upon submitting an application that at a minimum I have noticed by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed Comprehensive Plan Amendment. The notice by mail included, at a minimum, a description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant.

ATTACH COPIES OF THE NOTICE TO THIS AFFIDAVIT.

Applicant's/Representative's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

(Notary Public)

My Commission Expires: _____

PLANNING DEPARTMENT USE ONLY:

CASE
NUMBER: _____
PROJECT
NAME: _____



SITE POSTING REQUIREMENTS

For Public Hearings

Required for Zone Changes, Development
Master Plans, Comprehensive Plan
Amendments, Special Use Permits, Major
Amendments, and Modification of Board of
Supervisor approved stipulations



Planning & Development Department

SITE POSTING INSTRUCTIONS



1. The site posting shall be no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way.
2. The signs must be erected prior to the due date for submitting a notarized Affidavit of Posting and photographs of the posting (see next page).
3. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
4. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
5. You may use a sign vendor of your choice or see attached listing.
6. A notarized Affidavit of Posting and photographs of the posting must be filed with the Maricopa County Planning and Development Department by the applicable date indicated on the Filing Deadlines and Hearing Date Chart. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available Planning and Zoning Commission (P & Z) hearing.
7. See "Sign Specifications" for specific sign details.



Planning & Development
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SIGN SPECIFICATIONS – PUBLIC HEARING

1. The sign shall be a minimum of 3ft x 3ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The applicant is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

MARICOPA COUNTY NOTICE OF

PUBLIC HEARING

PLANNING & ZONING COMMISSION: 9:30 a.m. [Date]

BOARD OF SUPERVISORS: 9:00 a.m. [Date]

(BOS date subject to change – contact the Planning & Zoning Division for verification)

LOCATION OF HEARINGS: 205 W. Jefferson Street

Phoenix, Arizona (BOS Auditorium)

REQUEST:

PROPOSAL:

GENERAL LOCATION:

SIZE:

CASE #:

APPLICANT/CONTACT:

PHONE #:

PLANNING & ZONING DIVISION: 602-506-3301

Pdplanner@mail.maricopa.gov

Posting Date: _____



Planning & Development Department

POSSIBLE SIGN VENDORS



This listing is not an endorsement. You may use any sign vendor.

1. Dynamite Signs
29040 N. 44th Street
Cave Creek, AZ 85331
480-585-3031
2. Epic Signs
1043 E. Indian School Road
Phoenix, AZ 85014
602-264-5800
3. Sign A Rama
4229 W. Bell Road
Phoenix, AZ 85053
602-547-8012
4. Fast Signs
13802 N Scottsdale Road #119
Scottsdale, AZ 85254
602-494-1737
5. Fast Signs
2517 N. Central Avenue
Phoenix, AZ 85004-1334
602-266-7446
6. Techniprint Company
2545 N. 7th Street
Phoenix, AZ 85006-1047
602-257-0686



Planning & Development
Department



AFFIDAVIT OF PUBLIC HEARING POSTING

This form is used to ensure compliance with the posting requirements for zone changes, development master plans, comprehensive plan amendments, special use permits, major amendments, and modification of Board of Supervisor approved stipulations. For additional information, please call the Planning and Zoning Division at 602-506-3301 or email to Pdplanner@mail.maricopa.gov.

Case Number: _____

Project Name: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties, the **applicant** shall post signs consistent with the requirements as prescribed by the "Maricopa County Site Posting Requirements." **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within 10 days after final disposition of the case.**

I confirm that the site has been posted as required by Maricopa County for the case above. Photographs of the site postings are included with this affidavit.

Applicant's / Representative's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

Notary Public _____

TRACKING NUMBER: _____

PROJECT NAME: _____



Planning & Development
Department



AFFIDAVIT OF NOTIFICATION

Date: _____

I, _____, being the owner or authorized applicant for the Maricopa County planning case referenced below, do hereby affirm that the attached listing of names and addresses accurately reflects the ownership of property within 300 feet of the subject planning case/project, according to current Maricopa County Assessor Records.

Applicant's/Representative's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____



Planning & Development Department 2008 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)	PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
TAC meetings are scheduled as needed when cases are submitted and processed. Typically, a TAC meeting is held within 60 days of application; however TAC slots are limited. After a TAC meeting, revisions must be resubmitted through One Stop Shop (OSS).	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow for review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Posting and Photographs to the assigned Planner. Failure to meet this deadline will likely result in a case not being scheduled for a P&Z hearing. <u>Note:</u> not applicable to some applications.	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR), an informal committee where cases are not typically heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Property owner & MCDOT signed final plat mylars must be received by the Planner at least three (3) weeks prior to a BOS date.</u> <u>Note:</u> the Planner will obtain Assessor/Treasurer signatures.
TAC meetings	County Agency sign off deadlines	Affidavit of Posting and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
January 15, 2008	November 5, 2007	November 9, 2007	December 6, 2007	January 2, 2008
February 5, 2008	November 19, 2007	N/A	December 20, 2007	January 16, 2008
February 19, 2008	December 3, 2007	December 7, 2007	January 3, 2008	February 6, 2008
March 4, 2008	December 17, 2007	December 21, 2007	January 17, 2008	February 20, 2008
March 18, 2008	January 7, 2008	January 11, 2008	February 7, 2008	March 12, 2008
April 1, 2008	January 22, 2008	N/A	February 21, 2008	March 26, 2008
April 15, 2008	February 11, 2008	February 15, 2008	March 13, 2008	April 9, 2008
May 6, 2008	February 25, 2008	February 29, 2008	March 27, 2008	April 23, 2008
May 20, 2008	March 10, 2008	March 14, 2008	April 10, 2008	May 7, 2008
June 3, 2008	March 24, 2008	N/A	April 24, 2008	May 21, 2008
June 17, 2008	April 7, 2008	April 11, 2008	May 8, 2008	June 4, 2008
July 1, 2008	April 21, 2008	April 25, 2008	May 22, 2008	June 18, 2008
July 15, 2008	May 5, 2008	May 9, 2008	June 5, 2008	July 23, 2008
August 5, 2008	May 19, 2008	N/A	June 19, 2008	August 6, 2008
August 19, 2008	June 23, 2008	June 27, 2008	July 24, 2008	August 20, 2008
September 2, 2008	July 7, 2008	July 11, 2008	August 7, 2008	September 3, 2008
September 16, 2008	July 21, 2008	N/A	August 21, 2008	September 17, 2008
October 7, 2008	August 4, 2008	August 8, 2008	September 4, 2008	October 1, 2008
October 21, 2008	August 18, 2008	August 22, 2008	September 18, 2008	October 15, 2008
November 4, 2008	September 2, 2008	September 5, 2008	October 2, 2008	October 29, 2008
November 18, 2008	September 15, 2008	N/A	October 16, 2008	November 19, 2008
December 2, 2008	September 29, 2008	October 3, 2008	October 30, 2008	December 3, 2008
December 16, 2008	October 20, 2008	October 24, 2008	November 20, 2008	December 17, 2008
January 6, 2009 (tentative)	November 3, 2008	November 7, 2008	December 4, 2008	January 7, 2009 (tentative)
January 20, 2009 (tentative)	November 17, 2008	N/A	December 18, 2008	January 21, 2009 (tentative)